

State of Alaska FY2003 Governor's Operating Budget

Department of Public Safety Administrative Services Component Budget Summary

Component: Administrative Services

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Component Mission

To provide support services to departmental programs.

Component Services Provided

The centralized Administrative Services component supports the following programs comprising approximately 800 employees and 65 statewide locations:

- Alaska Criminal Records and Identification,
- Alaska Police Standards Council,
- Alaska Public Safety Information Network,
- Alaska State Troopers,
- Civil Air Patrol,
- Commissioner's Office,
- Council on Domestic Violence and Sexual Assault,
- Fire Prevention,
- Fish & Wildlife Protection,
- Public Safety Academy,
- Scientific Crime Detection Laboratory,
- Village Public Safety Officers
- Violent Crimes Compensation Board,

On behalf of these programs, the Administrative Services component performs:

- 1) Policy Analysis
- 2) Project Management
- 3) Legislative Session Support (testimony, bill analysis, fiscal notes, responses to requests for information, primary finance committee contact)
- 4) Coordination with central agencies (OMB, DOA, Legislative Finance, Legislative Audit)
- 5) Central Administrative Services:
 - Finance (Payment of Invoices, Revenue Accounting, Federal Grant Accounting)
 - Budget (Budget Coordination, Interim Budget Analysis/Management, Revised Programs)
 - Personnel (Human Resource Management, Payroll)
 - Supply (Procurement, Warehousing)

The Commissioner and central state agencies depend heavily on the Administrative Director and staff to help administer Public Safety's legal responsibilities in statewide issues (e.g. Legislative Audit, Legislative Finance, OMB, Alaska Human Rights Commission, DOA/Finance, General Services, Personnel/EEO, Retirement & Benefits, Risk Management, and Information Technology Group). The Administrative Director signs the annual Statewide Single Audit disclosure statement and management representation letters.

ACCOUNTING: Bill payment by initiation/review/certification of on-line vendor payments in the Alaska State Accounting System (AKSAS), revenue collection, interagency billings, field warrants, transportation requests, travel authorizations, professional services contracts, grant payments, federal contracts, federal grants-in-aid, petty cash/change fund audits, audit exception research.

BUDGET: Operating and capital budget preparation, review, and implementation once enacted; conference committee appropriation bill review; fiscal notes; vetoes; position deletion/changes/additions; chart of accounts; restricted revenues; budget projections; revised programs; reimbursable services agreements; financial management; reappropriation period analyses.

PAYROLL: Base pay for seven different employee types (PSEA, GGU, SU, LTC, K, PX, EX), premium/exception pay (overtime, shift differential, Fair Labor Standards Act (FLSA), sea pay, subsistence, etc.); holiday overtime conversion to leave for PSEA; final payoff of salary and annual/personal leave; timely processing to avoid penalty pay; retroactive adjustments. Employee pay inquiries/complaints, stop payments and reissue lost warrants, emergency guard hires, employment verification for mortgage loans. Leave processing (personal, annual, sick, leave without pay, business, administrative): leave cash-ins, donations, audits; mandatory leave and PSEA comp time usage tracking; adjustments for part-time or seasonal status and prior State service. Coordinate Department-wide entry to on-line payroll system (AKPAY) every two weeks and manage DPS AKPAY security. AKPAY/APSIN interface for on-line Officer Activity Reporting System (OARS) commissioned officer payroll data input, and activity reporting.

PERSONNEL: Labor contracts/personnel rules/Federal Fair Labor Standards Act interpretations and administration for five bargaining units (PSEA, GGU, SU, LTC, K) and non-covered employees (EX and PX). Disciplinary and grievance guidance. Research/resolution of employee disputes (pay, benefits, status, step placement, etc.). Research and exhibit preparation for arbitrations, Labor Relations Agency hearings, and negotiations. Equal Employment Opportunity and Affirmative Action: contract administration and monitoring of program, Human Rights Commission and EEO complaints (administration, liaison, investigation). Position classification (review, allocation, salary surveys), organization and reorganization review, development/revision of classification specifications; test development and training and experience determination. Seasonal Fish and Wildlife recruitment, State Trooper recruitment, Commissioned Officer series promotional recruitments, special recruitments for remote site or hard-to-find technical or specialized positions. Employee records/files, ID cards and commissioned officer badges; certification and audit of eligible lists; review of all forms documenting or requesting changes in status; processing personnel actions to implement changes in status (e.g. health insurance, supplemental benefits, workers compensation, deferred compensation, retirement).

SUPPLY: Issuance of centrally stocked items (uniforms, ammunition, weapons, etc.); procurement within delegated purchasing authority by issuing Delivery Orders, preparation of specifications necessary for competitive bids; and shipping and receiving. Professional services contracts, RFP preparation/review. Property control; annual audits; transfers, additions, surplus, and lost/stolen/damaged property reports. Space leasing, janitorial contracts. Telecommunications/phones. Juneau Mail service (Federal, certified & express), inter-agency, intra-agency pick up/delivery. Facilities management is minimal, responsibilities are decentralized.

Component Goals and Strategies

Maintain systems, procedures and provide training necessary to meet the administrative needs of Department of Public Safety programs.

Maintain close coordination with central agencies (OMB, DOA, Legislative Finance, and Legislative Audit) to perform budget, personnel, payroll, accounting, supply and other administrative functions in compliance with state law and policies.

Key Component Issues for FY2002 – 2003

Line divisions cannot legally meet their public service objectives in a timely manner without responsive levels of administrative support provided centrally by this component. As a result of past budget reductions, more administrative duties have been delegated to line divisions, which do not always have the staff, experience, or training to effectively perform administrative functions. When paperwork is submitted from line divisions, there frequently are problems that must be corrected before the paperwork is submitted to central state agencies. Ongoing training is required to develop skilled administrators in the line divisions. Civilian administrative specialists are cost-effective since they tend to be much less expensive than the program specialists and commissioned officers they support.

Major Component Accomplishments in 2001

Successfully met essential line program support objectives to:

- Process 24 payrolls for about 800 employees including \$4,000,000 in premium pay calculations and 12,000 leave transactions.
- Initiate, review and certify 33,000 accounting transactions to pay department bills, collect federal grant and other

revenue and track contracts, grants and other service agreements.

- Process about 2,000 personnel transactions including 120 hires and 120 terminations.
- Coordinate, review, and compile the department operating and capital budgets.
- Prepare, submit and track more than 200 revised programs.
- Prepare, submit and track more than 175 reimbursable services agreements.

Statutory and Regulatory Authority

- 1) American w/Disabilities Act (42 USC Sec 12101)
- 2) Equal Employment Opportunity (AS 44.19.441-.449)
- 3) Executive Budget Act (AS 37.07)
- 4) Fiscal Procedures Act (AS 37.05)
- 5) Human Rights Commission (AS 18.80)
- 6) Personnel Act (SBS,PERS) (AS 39/2 AAC 7&8)
- 7) State Procurement Code (AS 36.30/2 AAC 12)
- 8) Worker's Compensation (AS 23.30)

Administrative Services

Component Financial Summary

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,581.1	1,588.6	1,673.5
72000 Travel	19.1	19.4	19.4
73000 Contractual	205.4	204.3	129.9
74000 Supplies	28.0	38.2	38.2
75000 Equipment	7.4	2.0	2.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,841.0	1,852.5	1,863.0
Funding Sources:			
1004 General Fund Receipts	1,741.8	1,750.1	1,800.6
1007 Inter-Agency Receipts	87.8	102.4	62.4
1053 Investment Loss Trust Fund	11.4	0.0	0.0
Funding Totals	1,841.0	1,852.5	1,863.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	87.8	102.4	102.4	62.4	62.4
Investment Loss Trust Fund	51393	11.4	0.0	0.0	0.0	0.0
Restricted Total		99.2	102.4	102.4	62.4	62.4
Total Estimated Revenues		99.2	102.4	102.4	62.4	62.4

Administrative Services**Proposed Changes in Levels of Service for FY2003**

The current level of service will be maintained without significant changes.

Summary of Component Budget Changes**From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,750.1	0.0	102.4	1,852.5
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	47.1	0.0	3.4	50.5
-Fund Source Change to Correct Unrealizable Fund Source	3.4	0.0	-3.4	0.0
Proposed budget decreases:				
-Delete exces I/A receipts	0.0	0.0	-40.0	-40.0
FY2003 Governor	1,800.6	0.0	62.4	1,863.0

Administrative Services**Personal Services Information**

Authorized Positions		Personal Services Costs		
	FY2002	FY2003		
	Authorized	Governor		
Full-time	28	28	Annual Salaries	1,209,234
Part-time	0	0	COLA	34,038
Nonpermanent	0	0	Premium Pay	1,234
			Annual Benefits	482,123
			<i>Less 3.08% Vacancy Factor</i>	(53,129)
			Lump Sum Premium Pay	0
Totals	28	28	Total Personal Services	1,673,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk II	0	0	2	0	2
Accounting Spvr I	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk II	0	0	2	0	2
Administrative Clerk III	1	0	1	0	2
Administrative Svcs Mgr	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr II	0	0	1	0	1
Mail Svcs Courier	0	0	1	0	1
Personnel Asst I	0	0	3	0	3
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	2	0	2
Procurement Spec I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec V	1	0	0	0	1
Program Budget AnalystIII	0	0	1	0	1
Program Budget AnalystIV	0	0	1	0	1
Stock & Parts Svcs Journey I	1	0	0	0	1
Totals	5	0	23	0	28